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**Letter of Purchase Offer**

(Letter should be sent on Grantee's or Attorney's letterhead. It should be sent certified mail or hand delivered with a signed receipt.)

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**SAMPLE**

(Please read thoroughly and edit text appropriately.)

October 6, 2006

Mr. and Mrs. Property Owner  
123 Anywhere Street  
Americana, Indiana 46777

Re: Purchase Offer

Dear Mr. and Mrs. Owner;

As you are aware, the Town of Americana is interested in acquiring three (3) acres from you located on the corner of Fry Road and County Road 100 North.

Per the Uniform Relocation Act of 1970 we were required to appraise the property in order to protect your rights as a property owner. The initial appraisal was performed on May 15, 2005 by Joe Allen of Wyburger Appraisal Service. Per his review, your property is worth approximately \$2,000 an acre, thus totaling a purchase price of \$6,000. A copy of his report is enclosed for your review.

The review appraisal was performed by Jill Dekappas of Dekappas Appraisal. She appraised the property at \$2,100 an acre, thus totaling a purchase price of \$6,300. A copy of her report is also enclosed.

Based upon the information found within both appraisals, the Town is prepared to offer you \$6,300 for your three (3) acres. We would ask that you review the enclosed reports and seriously consider our offer. We will contact you within the next few days to further discuss the matter.

Sincerely,

Gary Series  
Attorney at Law

Enclosure